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October 14, 2014

To: Supervisor Don Knabe, Chairman
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From: William T Fujioka
Chief Executive Officer

QUARTERLY UPDATE ON THE IMPROVEMENTS TO THE COUNTY CONTRACTING PROCESS

The Chief Executive Office (CEO) is continuing on a countywide project to develop a Countywide Contract Management System (CCMS). This memo briefly summarizes efforts that occurred on the project during the third quarter of 2014.

Project Scope

The CEO, County Counsel (Co-Co), Auditor-Controller (A-C), Internal Services Department (ISD), and other County departments have been working on the development and implementation of the CCMS project. The scope and overall design of CCMS has been focused in the below areas:

1. Contract solicitation and award document creation, workflow and maintenance (Case Management System [CMS]);
2. Standardizing the County's standard terms and conditions; and
3. Creation of a contract document repository (Contract Library System [CLS])

During this reporting period, the CEO, County Counsel, A-C and ISD continued to make progress on the project as detailed below.

Implementation Status

- In July, the steering committee provided a demonstration of the Countywide Contract Management System (CCMS) to executive management from the CEO, ISD and A-C. The presentation provided an overview on the capabilities of the

new application including the standardized content and uniform business processes.

- The group established the following areas as the next steps in the implementation:
 - Focus on bringing all departments pursuing a Proposition A solicitation during Fiscal Year (FY) 2014-15, onto CCMS and train department staff on utilization of the application; and
 - Work with the newly established County Counsel Contracts Practices Group to establish standards in CCMS.
- In early September, a demonstration of the Contract Library System module was given to County Counsel and discussion begun on establishing standards in four areas: CLS Folder Structure, Clause Content, order of document, and standardization of exhibits and appendices. Final contract structure is expected to be agreed upon in October.
- ISD and the A-C supported the Parks department on completing their landscaping solicitation in CCMS with a focus on establishing the standard content and structure for the contract.
- Initiated the development of a solicitation with DCFS and DPW for issuance in the 4th quarter of 2014.

Application / Technical Status

- Work on the software modification to pass attachments from CCMS to the bid and solicitation documents in eCAPS was completed and subsequently moved to production in September.
- Work on upgrading of the EMC Documentum repositories to the latest software version began in September. Completion of this technical upgrade in October will allow documents to be accessed by all components of the CCMS from a single repository, simplifying a Contract Analyst's tasks.

Next Steps

- Continue meeting with departments planning to initiate a Prop A solicitation in FY 2014-15 and train those departments on the use of CCMS.

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- CEO, A-C and ISD will continue to work with County Counsel on the incorporation of standardized structure, templates and clauses into the Contract Library for use by departments.
- After the County Counsel workgroup finalizes template standards, Community & Senior Services will begin transferring their contracts to CCMS and amend their structure to the new template format.
- Design the approach and search capabilities to load existing contracts into the CCMS repository.

The next quarterly status update on this project will be provided in January, 2015. If you have any questions or need additional information, please contact Scott Wiles of my staff at (213) 893-1246.

WTF:SHK:SAW:ef

Attachment

c: Executive Office, Board of Supervisors
 County Counsel
 Auditor-Controller
 Community and Senior Services
 Health Services
 Internal Services
 Parks and Recreation